

Privacy Act Statement. Every registration statement, short form registration statement, supplemental statement, exhibit, amendment, copy of informational materials or other document or information filed with the Attorney General under this Act is a public record open to public examination, inspection and copying during the posted business hours of the Registration Unit in Washington, D.C. One copy of every such document, other than informational materials, is automatically provided to the Secretary of State pursuant to Section 6(b) of the Act, and copies of any and all documents are routinely made available to other agencies, departments and Congress pursuant to Section 6(c) of the Act. The Attorney General also transmits a semi-annual report to Congress on the Administration of the Act which lists the names of all agents registered under the Act and the foreign principals they represent. This report is available to the public. Finally, the Attorney General intends, at the earliest possible opportunity, to make these public documents available on the Internet on the Department of Justice World Wide Web site.

Public Reporting Burden. Public reporting burden for this collection of information is estimated to average .49 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Chief, Registration Unit, Criminal Division, U.S. Department of Justice, Washington, DC 20530; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

*Furnish this exhibit for EACH foreign principal listed in an initial statement  
and for EACH additional foreign principal acquired subsequently.*

1. Name and address of registrant The Dutko Group Companies, Inc. 412 First Street, S.E. Washington, D.C. 20003		2. Registration No. 5452
3. Name of foreign principal The Bolivarian Republic of Venezuela	4. Principal address of foreign principal Embassy In The United States 1099 30th Street, N.W. Washington, D.C. 20007	
5. Indicate whether your foreign principal is one of the following:		
<input checked="" type="checkbox"/> Foreign government		
<input type="checkbox"/> Foreign political party		
<input type="checkbox"/> Foreign or domestic organization: If either, check one of the following:		
<input type="checkbox"/> Partnership <input type="checkbox"/> Committee		
<input type="checkbox"/> Corporation <input type="checkbox"/> Voluntary group		
<input type="checkbox"/> Association <input type="checkbox"/> Other (specify) _____		
<input type="checkbox"/> Individual-State nationality _____		
6. If the foreign principal is a foreign government, state:		
a) Branch or agency represented by the registrant. Venezuelan Embassy In The United States		
b) Name and title of official with whom registrant deals. Ambassador Ignacio Arcaya		
7. If the foreign principal is a foreign political party, state: N/A		
a) Principal address.		
b) Name and title of official with whom registrant deals.		
c) Principal aim		

8. If the foreign principal is not a foreign government or a foreign political party, N/A

a) State the nature of the business or activity of this foreign principal

b) Is this foreign principal

Supervised by a foreign government, foreign political party, or other foreign principal Yes ☐ No ☐

Owned by a foreign government, foreign political party, or other foreign principal Yes ☐ No ☐

Directed by a foreign government, foreign political party, or other foreign principal Yes ☐ No ☐

Controlled by a foreign government, foreign political party, or other foreign principal Yes ☐ No ☐

Financed by a foreign government, foreign political party, or other foreign principal Yes ☐ No ☐

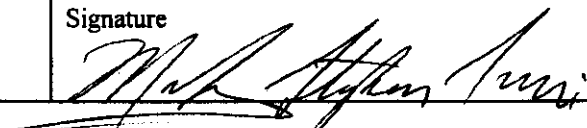
Subsidized in part by a foreign government, foreign political party, or other foreign principal Yes ☐ No ☐

9. Explain fully all items answered "Yes" in Item 8(b). (If additional space is needed, a full insert page must be used.)

N/A

10. If the foreign principal is an organization and is not owned or controlled by a foreign government, foreign political party or other foreign principal, state who owns and controls it.

N/A

Date of Exhibit A	Name and Title	Signature
8/16/01	Mark J. Kion President	

INSTRUCTIONS: A registrant must furnish as an Exhibit B copies of each written agreement and the terms and conditions of each oral agreement with his foreign principal, including all modifications of such agreements, or, where no contract exists, a full statement of all the circumstances by reason of which the registrant is acting as an agent of a foreign principal. One original and two legible photocopies of this form shall be filed for each foreign principal named in the registration statement and must be signed by or on behalf of the registrant.

Privacy Act Statement. Every registration statement, short form registration statement, supplemental statement, exhibit, amendment, copy of informational materials or other document or information filed with the Attorney General under this Act is a public record open to public examination, inspection and copying during the posted business hours of the Registration Unit in Washington, D.C. One copy of every such document, other than informational materials, is automatically provided to the Secretary of State pursuant to Section 6(b) of the Act, and copies of any and all documents are routinely made available to other agencies, departments and Congress pursuant to Section 6(c) of the Act. The Attorney General also transmits a semi-annual report to Congress on the Administration of the Act which lists the names of all agents registered under the Act and the foreign principals they represent. This report is available to the public. Finally, the Attorney General intends, at the earliest possible opportunity, to make these public documents available on the Internet on the Department of Justice World Wide Web site.

Public Reporting Burden. Public reporting burden for this collection of information is estimated to average .33 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Chief, Registration Unit, Criminal Division, U.S. Department of Justice, Washington, DC 20530; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

1. Name of Registrant The Dutko Group Companies, Inc.	2. Registration No. 5450
3. Name of Foreign Principal The Bolivarian Republic of Venezuela	

Check Appropriate Boxes:

4. ☐ The agreement between the registrant and the above-named foreign principal is a formal written contract. If this box is checked, attach a copy of the contract to this exhibit.
5. ☐ There is no formal written contract between the registrant and the foreign principal. The agreement with the above-named foreign principal has resulted from an exchange of correspondence. If this box is checked, attach a copy of all pertinent correspondence, including a copy of any initial proposal which has been adopted by reference in such correspondence.
6. ☒ The agreement or understanding between the registrant and the foreign principal is the result of neither a formal written contract nor an exchange of correspondence between the parties. If this box is checked, give a complete description below of the terms and conditions of the oral agreement or understanding, its duration, the fees and expenses, if any, to be received.  
Oral agreement to provide services was established during the week of June 17, 2001. The attached draft agreement substantially describes the terms and conditions, duration, and fees set out in the oral agreement.
7. Describe fully the nature and method of performance of the above indicated agreement or understanding.  
See attached draft agreement.

8. Describe fully the activities the registrant engages in or proposes to engage in on behalf of the above foreign principal.


Registrant's subsidiary The Dutko Group, LLC engages in general legislative lobbying with U.S. Federal Executive and Congressional offices. Lobbying is focused on increasing cooperation and economic investment in Venezuela. For this purpose, we seek to encourage U.S. government officials to visit Venezuela.

Registrant's subsidiary the DCS Group provides public and media relations support to encourage American - Venezuelan investment and interaction.

9. Will the activities on behalf of the above foreign principal include political activities as defined in Section 1(o) of the Act and in the footnote below? Yes ☒ No ☐

If yes, describe all such political activities indicating, among other things, the relations, interests or policies to be influenced together with the means to be employed to achieve this purpose.

See Attachment.

Date of Exhibit B 8/16/01	Name and Title MARK S. KERN President	Signature 
------------------------------	---	---

Footnote: Political activity as defined in Section 1(o) of the Act means any activity which the person engaging in believes will, or that the person intends to, in any way influence any agency or official of the Government of the United States or any section of the public within the United States with reference to formulating, adopting, or changing the domestic or foreign policies of the United States or with reference to the political interests, policies, or relations of a government of a foreign country or a foreign political party.

**DRAFT**



## **SERVICES AGREEMENT**

**Embassy of the Bolivarian Republic of Venezuela in the United States of America** (the Client) hereby retains the firm of **The Dutko Group Companies, Inc.** (the Firm) to provide public policy management, strategic and public affairs counseling and communications services.

### **SERVICES**

Under the terms of this Agreement, the Firm will provide to the Client professional consulting services.

Services to be provided by The Dutko Group, LLC include, but are not necessarily limited to the following:

- Development of a strategy and appropriate messages for educating Congressional, White House and Administrative offices; and
- Representations before the afore said offices.

Services to be provided by The DCS Group, LLC include, but are not necessarily limited to the following:

- Message and materials development;
- media relations counseling and execution;
- writing services, and;
- advertising concept, design and placement.

### **TERM**

This Agreement shall commence on August 1, 2001 and shall continue in effect until November 30, 2001.

2001 JUL 17 AM 10:13  
FBI NEW YORK  
COMM-FBI  
NY 100-13

# DRAFT

## FEES AND EXPENSES

The Client agrees to pay the Firm, as compensation for the services to be performed, a monthly fee of \$40,000. The Client agrees that the Firm is authorized to incur reasonable monthly out-of-pocket expenses, such as travel, long-distance telephone, postage, copier costs, and facsimile costs. Reimbursement for all expenses shall be made without respect to the retainer fee.

All invoices for fees and expenses will be forwarded to Jim McCarthy, CITGO's General Manager of Government and Public Relations, for approval and processing.

## ASSIGNMENT

The Client is contracting hereunder for the services of the Firm. The Firm may not assign this agreement or any of its rights or obligations hereunder, without the express prior written approval of the Client.

## CONFIDENTIALITY

The Firm and the Client agree that they will hold in confidence the content of this Agreement and any information whatsoever concerning the activities or business of the other, unless such disclosure is (a) mutually agreed upon in writing; (b) reasonably required in connection with the fulfillment of the disclosing party's obligations hereunder, and then is made only to the minimum extent necessary to carry out such obligations; (c) information which had generally become known to the public other than through the disclosure thereof by the disclosing party; (d) to attorneys, accountants or other professional advisors of the disclosing party under confidentiality agreements substantially identical to this one; or (e) pursuant to compulsory legal processes.

## INDEMNIFICATION

The Client shall indemnify and hold the Firm and its agents or assigns harmless from any and all claims, actions, and liabilities arising out of covenants, representations and warranties with regard to advertising, advertising placement, and written materials produced or provided by the Firm and pay any damages and costs, including attorney's fees arising out of such action.

The Firm agrees to indemnify the Client for any intellectual property material provided with regard to advertising and advertising placement.

### NOTICES

Any notices pursuant to this Agreement shall be in writing and shall be sent to the parties at the following address:

If to the Firm:           The Dutko Group Companies, Inc  
412 First Street, SE  
Washington, DC 20003  
Attn: Sue Welsh

If to the Client:       Embassy of the Bolivarian Republic of Venezuela in the United States of  
America  
1099 30th Street NW  
Washington, DC 20007

### ARBITRATION

The Firm and the Client agree that in the event a dispute arises under the terms of this agreement, the parties will use the arbitration services of the American Arbitration Association (AAA), and abide by the District of Columbia law regarding civil arbitration and will be bound by the decision of the arbitrator.

We the undersigned, hereby agree that these terms and conditions will govern the business relationship between the **Embassy of the Bolivarian Republic of Venezuela in the United States of America** and **The Dutko Group Companies, Inc.**

## DRAFT

\_\_\_\_\_  
Mark S. Irion  
President  
412 First Street SE  
Washington, DC 20003

\_\_\_\_\_(Date)

## DRAFT

\_\_\_\_\_  
Ambassador Ignacio Arcaya  
Embassy of the Bolivarian Republic of  
Venezuela in the United States of America  
1099 30th Street, NW  
Washington, DC 20007

\_\_\_\_\_(Date)

**ATTACHMENT TO EXHIBIT B TO REGISTRATION STATEMENT**  
**FORM CRM-155 (FORMERLY OBD-65)**

**Question 9 – POLITICAL ACTIVITIES**

**7/24/01 Meetings and Interviews in Houston, Texas**

The purpose of these meetings and interviews was to introduce members of the U.S. business community to Venezuelan Ambassador Ignacio Arcaya. Joe Duggan, Senior Vice President of the DCS group, accompanied the Ambassador.

In connection with this trip, Mr. Duggan (1) prepared a press release regarding the Ambassador's remarks to the Business Council for International Understanding and disseminated it to the media; (2) organized and conducted a breakfast meeting with energy correspondents representing the Wall Street Journal, Dow Jones, Reuters, and Energy Daily; (3) assisted the Ambassador in meeting with the editorial board of the Houston Chronicle; (4) prepared an op-ed article regarding the Ambassador's views and submitted it to the Houston Chronicle; (5) worked with Houston Chronicle international affairs columnist Mae Ghalwash in her reporting on Ambassador's visit; (6) interacted with U.S. industry executives; and (7) performed similar tasks associated with the Ambassador's visit. Alan Madison and Timothy Gay from the DCS Group assisted with the preparation for the event.

**7/26/01 Meetings in Washington, D.C.**

The purpose of these meetings was to discuss bilateral energy issues between Venezuela and the United States. Representatives from Venezuela attending the meetings included: Ignacio Arcaya, Ambassador of Venezuela to the United States; Bernardo Alvarez, Deputy Minister of Hydrocarbons; Nelson Nava, President of PDVSA Gas; and Rafael Ramirez, President of ENAGAS. Jim McCarthy, General Manager of Government and Public Relations at CITGO Petroleum also participated. Representatives from The Dutko Group are listed below.

Congressman Gene Green (D-TX)  
2335 Rayburn House Office Building  
Attending from the Dutko Group: Stephen Brown

Congressman Billy Tauzin  
2183 Rayburn House Office Building  
The Dutko Group: Mark Irion

Congressman Robert Menendez (D-NJ)  
2238 Rayburn House Office Building  
The Dutko Group: Stephen Brown



**The Dutko Group Companies, Inc.**

John Maisto, National Security Council  
Senior Director for Western Hemisphere Affairs  
The Dutko Group: Mark Irion

**7/27/01    Meetings in Washington, D.C. – Same Purpose as Above**

Francis Blake  
Deputy Secretary, Department of Energy  
The Dutko Group: Mark Irion

Andrew Lundquist  
Member, Vice-President Cheney's Energy Task Force  
The Dutko Group: Mark Irion  
The same individuals attending the 7/26/01 Washington, D.C. meeting attended here.

**8/10/01    Meetings in Washington, D.C.**

The purpose of this meeting was to discuss the implications of admitting Venezuela into the Andean Trade Preferences Act (ATPA).

Viji Rangaswami  
Trade Counsel, U.S. House Ways and Means Committee, Trade Subcommittee  
Antonio Rangel, Venezuelan Embassy  
The Dutko Group: Stephen Brown

**Future:**

**8/17/01 -    Meetings and Interviews in New Orleans, Louisiana**

**8/21/01**

Joe Duggan, Senior Vice President of the DCS Group, and Venezuelan Ambassador Ignacio Arcaya will visit New Orleans to meet members of the media and the U.S. business community. The agenda will be similar to that of the Houston trip on July 24, 2001. Mr. Duggan plans to accompany Ambassador Arcaya to meetings with U.S. business and industry leaders and to an interview with the Times-Picayune Editorial Board. The purpose is to encourage U.S. investment in Venezuela, particularly in the oil and gas industries.

**8/26/01 -    Meetings in Washington, D.C.**

**8/29/01**

Luis Alonso Davila, the Venezuelan Foreign Minister, is scheduled to visit Washington, D.C. and attend meetings with representatives from the Dutko Group Companies, Inc. The purpose of these meetings is to encourage positive relations between the United States and Venezuela. While no meetings are confirmed, Dutko employees anticipate meeting with representatives from the U.S. State Department, National Security Council, Office of the U.S. Trade Representative, and with Members of Congress.